

Please submit the following items:

- 1) Form [SF 424, Application for Federal Assistance](#)
 - Insert the IRS tax number in Block 6
 - Insert the Data Universal Numbering System ([DUNS](#)) Number in Block 5
- 2) Form [SF 424A, Budget Information – Non-Construction Programs](#)
- 3) Form [SF 424B, Assurances – Non-Construction Programs](#)
- 4) Form [1940-20, Request for Environmental Information](#)
- 5) [Attorney's Opinion Relative to Organization, Authority & Continuous Existence](#) (public body)
- 6) Provide a Scope of Work for the project that includes:
 - Description of the proposed service(s) to be provided/project to be funded
 - Number of plans to be accomplished
 - Number of jobs that will be saved AND created
 - List of all additional leveraged funds AND their source (provide written commitments)
- 7) Explain grantee's experience in providing the proposed service.
- 8) Provide recent financial information, including the balance sheet and income statement or annual audit.

Additional Information Required for Non-Profit Organizations ONLY:

- Copy of the Articles of Incorporation
- Copy of By-Laws
- Copy of **current** certification of Good Standing from the Department of Financial Institutions, if organized as a corporation, **OR** [Attorney's Opinion relative to Organization, Authority & Continuous Existence - Nonprofit](#)
- A **current** certification by Secretary and President of Corporation, certifying that the above 3 items are current (see [sample certification](#)).
- List of Officers (title and term of office)
- [Survey on Ensuring Equal Opportunity for Applicants](#)
- Identify the North American Industry Classification System (NAICS) code for your organization (visit <http://www.census.gov/eos/www/naics/> for details)

Questions?

Please refer to the program regulation, [RD Instruction 4284-G](#), to assist you in completing the pre-application. Contact our [State Office](#) at 715-345-7610 with questions.